

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**October 19, 2017**  
**5:30 PM**

The Public Meeting of October 19, 2017 was called to order by William Allmann, Chairman

**PLEDGE OF ALLEGIANCE** – Chairman Allmann led the Commissioners in the Pledge of Allegiance

The Open Public Meetings Act notice was read into the record by Joan Haltigan, Executive Assistant.

**ROLL CALL OF THE BOARD OF COMMISSIONERS:**

William Allmann, Chairman	Present
Carol Blake, Secretary	Present
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

**PROFESSIONALS:**

Attorney – William Hierung, Esq.	Present
Consulting Engineer – Alan Dittenhofer, PE	Present

**AUTHORITY STAFF:**

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	Present
Joan Haltigan, Executive Assistant	Present

Approval of the Minutes of the Open Session Public Meeting of September 28, 2017

Moved:	Commissioner Rickabaugh
Second:	Commissioner Glory
Vote:	Unanimous
Abstain:	None

**QUESTIONS/COMMENTS FROM THE PUBLIC:**

At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

**REPORTS:**

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Harpell reviewed the following items from the Executive Director's report.

**2017 POTABLE WATER RATE COMPARISON** – The Authority recently completed the 2017 Potable Water Rate Comparison. This evaluation has historically been based upon a 3/4” meter and 24,000 gallons per quarter of water usage, however, our typical customer uses less water today than ten years ago. As such, this current evaluation was based on a 5/8” meter and 18,000 gallons per quarter of water usage which is more representative of a typical customer in Jackson. It was noted, the Authority’s rates still compare very favorably and we are approximately 15% below the average in Ocean and Monmouth Counties.

**REQUEST TO PURCHASE BLOCK 11.01 LOT 37** – The Authority received a request to purchase the above referenced property off Pfister Road. The Authority spoke with the gentleman interested in the purchase and the staff will let the Board know if there is continued interest in buying the property at the terms discussed with the Finance and Engineering Committees.

**HOMESERVE CHARITABLE CONTRIBUTION** – The Authority approached HomeServe with regard to raising the percentage of their charitable contribution. HomeServe has agreed to raise their percentage and the Authority is on pace for approximately \$11,000.00 for 2017.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reviewed the following items from the Engineering Report.

**RESOLUTION GRANTING SEWER AND WATER PERFORMANCE BOND REDUCTIONS FOR GARDENS AT JACKSON 21, BLOCK 4101 AND 4201, VARIOUS LOTS, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – Gardens at Jackson 21, LLC has requested Performance Guarantee reductions for the Sanitary Sewer and Water Systems. The Authority staff has reviewed the project files and all inspections. All of the utilities in the Development have been constructed, passed the final testing requirements and have been placed into operation. The Authority staff and Engineering Committee are recommending we grant this request up to 70% of the original bond. The Sewer Performance Bond amount would be reduced to \$304,197.30 and the Water Performance Bond amount reduced to \$320,307.00.

**OCEAN COUNTY PROJECT AT THE INTERSECTION OF HYSON ROAD AND COOK ROAD** - The Ocean County Engineering Department (County) is going to be building a detention basin at the intersection of Hyson Road and Cook Road. They will also be installing sidewalks and curbs at the intersection. The Authority’s existing 12” water main is in conflict with the new detention basin and it will be necessary to relocate the 12” water main. The Authority received a price from the County’s contractor, Earle Asphalt, to relocate the water main in an amount not to exceed \$25,234.45. Mr. Quijano noted that this project also includes the installation of a new storm inlet on Hyson Road, which will require the Authority to relocate a 16” water main to go under the new storm inlet. The cost for relocating the 16” main is also included in the above referenced cost. The Authority found the quote from Earle Asphalt reasonable but also requested a quote from J.F. Kiely Construction, who is the Authority’s Sewer/Water Emergency Repairs & Service Work contractor. J.F. Kiely quoted \$32,000.00 for this project so it is being recommended to enter into a Shared Services Agreement with the County for this work. It was noted that Hyson Road will be closed this Saturday and work will begin on Monday. The Authority is requesting a verbal approval from the Board this evening to proceed with this project in an amount not to exceed \$25,234.45, and we will memorialize the Shared Services Agreement with the County at the November Public Meeting. The Board approved. Mr. Harpell stated that Mr. Quijano is working very well with the County projects and has been very proactive in keeping the costs down. Chairman Allmann

stated that going forward the Authority is requesting more advance notice from the County for projects.

#### **CONSULTING ENGINEER'S REPORT:**

On behalf of Remington, Vernick & Vena Engineers, Mr. Alan Dittenhofer reported on the following developer projects this evening:

**RESOLUTION GRANTING A SEWER PERFORMANCE BOND RELEASE FOR JACKSON COMMONS RAIMONDO ROAD SEWER EXTENSION PHASE I, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – This is a sewer performance guarantee release and we recommended this release in our October 13, 2017 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO EAST VETERANS HIGHWAY HOUSE OF WORSHIP, BLOCK 19703, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Kolel Shas Yiden, is proposing to construct a 7,055 square foot two-story House of Worship off the west side of East Veterans Highway, south of Grand Boulevard. The site contains a total of 3.75 acres. The applicant is applying for preliminary utility services at this time. The applicant proposes to connect to the existing water main in East Veterans Highway and install a service for the building. The applicant also proposes to extend a 6" gravity sanitary lateral to an on-site pump station, attached to a 1" sewer force main which extends along Lot 2 and connects to an existing manhole located on Grand Boulevard. We recommended this approval to our October 9, 2017 letter to the Board.

**RESOLUTION GRANTING AMENDED TENTATIVE SEWER APPROVAL TO LIBERTY COMMONS SHOPPING CENTER, BLOCK 21201, LOTS 6.01 AND 8, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, 528, LLC, is proposing to construct a shopping center consisting of three (3) retail buildings, totaling 52,000 square feet at the intersection of East Veterans Highway and North Hope Chapel Road, in the northeast corner. The site contains a total of 7.48 acres. The applicant is applying to amend the Tentative Sewer Approval based on the building layout at this time. The applicant proposes to connect to an existing manhole located on East Veterans Highway and install an 8" PVC sewer main on site to service the buildings. The applicant also proposes upgrades to the force main along North Hope Chapel Road and Brewers Bridge Road. We recommended this approval in our October 9, 2017 letter to the Board.

**RESOLUTION GRANTING TENTATIVE ON-SITE SEWER AND WATER APPROVAL TO HIGHVIEW LARSEN ROAD, BLOCK 1203, LOT 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Highview Homes, is proposing to construct a 216 unit multi-family residential garden apartment complex consisting of seven (7) apartment buildings and one (1) clubhouse at the intersection of New Prospect Road and Larsen Road in the southeast corner. The site contains a total of 38.78 acres. The applicant is applying for Tentative Approval for the water system and Tentative Sewer Approval for the on-site portion of the sewer system at this time. The applicant proposes to connect to the existing water mains in Larsen Road and New Prospect Road and loop an 8" DIP water main to service the buildings. We recommended this approval in our October 9, 2017 letter to the Board. Chairman Allmann noted that they will also perform some off-site work at our pump station.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO VALLEY RIDGE STATES, BLOCK 7001, LOTS 18 AND 33, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Valley Ridge Estates, LLC, is proposing

to construct an eleven (11) lot major subdivision at the west side of Valley Road and the south side of Bethel Church Road. The applicant is applying for preliminary utility services at this time. The applicant proposes to connect to the existing water main located in Valley Road and extend an 8" ductile iron water main along the proposed road to service the units. The applicant also proposes to connect to the existing sewer main located on Valley Road and extend an 8" PVC sewer main along the proposed road to service the units. We recommended this approval in our October 9, 2017 letter to the Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

None

**ADMINISTRATIVE COMMITTEE REPORT:**

None

**ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:**

Mr. Diaz reviewed the following from the Assistant Executive Director/Director of Finance report.

**FINANCE COMMITTEE REPORT:**

**BILL LIST** - \$1,145,856.76 to be drawn from the following funds:

- |                         |      |              |                          |
|-------------------------|------|--------------|--------------------------|
| 1. Capital Reserve Fund | - \$ | 14,355.00    | (Capital Projects)       |
| 2. NJEIT (OFB) Account  | - \$ | 51,852.08    | (Capital Projects-Sewer) |
| 3. Escrow Funds         | - \$ | 12,193.03    | (Developer Work)         |
| 4. Revenue General Fund | - \$ | 1,067,456.65 | (Operating Expenses)     |

The operating expense includes \$225,000.00 for funding the payroll account and \$703,612.50 for OCUA's 4<sup>th</sup> quarter 2017 installment.

Mr. Diaz requested permission from the Board to submit a supplemental Bill List to pay various vendors including utility invoices not yet received due to the timing of this month's meeting.

**2018 WATER/SEWER OPERATING/CAPITAL BUDGET** – Mr. Diaz presented to the Board the proposed 2018 Water/Sewer Operating/Capital Budget which will be sent to the State. The Finance Committee has reviewed and is recommending approval this evening. Discussion continued with regard to a proposed rate hearing. Mr. Diaz provided the Board with a draft copy of the advertisement for the rate hearing and is requesting permission from the Board this evening to advertise for the Authority's annual rate hearing. The Board approved.

**RESOLUTION AUTHORIZING A SETTLEMENT AGREEMENT WITH RIO SUPPLY, INC., FOR REPLACEMENT R900i NEPTUNE RADIO REGISTERS** – The Authority awarded a radio conversion program to In Line Services, Inc. in 2008. Neptune R900i water meters supplied by RIO Supply, Inc., were installed in the developments of 60 Acre Reserve, Three Pence Brooke and Crystal Brook. The program involved the replacement of 1,305 meters. It was discovered that some of the Neptune meter heads have been coming up with error codes on the registers prior to the warranty expiration date of the meters. RIO Supply

has agreed to replace each old error code register with two (2) new R900i Neptune radio registers at no charge in consideration for the Authority's cost and time associated with the issue. The Finance Committee has reviewed and is recommending approval this evening.

**PERSONNEL REPORT:**

Mr. Diaz stated there were no action items for Personnel this month.

**CONSENT RESOLUTIONS:**

2017-108 Resolution Granting Preliminary Sewer and Water Approval to East Veterans Highway House of Worship, Block 19703, Lot 2, on the Tax Map of the Township of Jackson

2017-109 Resolution Granting Preliminary Sewer and Water Approval to Valley Ridge Estates, Block 7001, Lots 18 and 33, on the Tax Map of the Township of Jackson

2017-110 Resolution Granting Amended Tentative Sewer Approval to Liberty Commons Shopping Center, Block 21201, Lots 6.01 and 8, on the Tax Map of the Township of Jackson

2017-111 Resolution Granting Tentative On-Site Sewer and Water Approval to Highview Larsen Road, Block 1203, Lot 29, on the Tax Map of the Township of Jackson

2017-112 Resolution Granting a Sewer Performance Bond Release for Jackson Commons Raimondo Road Sewer Extension Phase I, on the Tax Map of the Township of Jackson

2017-113 Resolution Granting Sewer and Water Performance Bond Reductions for Gardens at Jackson 21, Block 4101 and 4201, Various Lots, on the Tax Map of the Township of Jackson

Moved: Commissioner Blake

Second: Commissioner Rickabaugh

Vote: Unanimous

Abstain: Commissioner Glory abstained on Resolutions 2017-112 and 2017-113

**RESOLUTIONS OFFERED:**

2017-114 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for October 2017

Moved: Commissioner Glory

Second: Commissioner Rickabaugh

Vote: Unanimous

Abstain: Commissioner Rickabaugh abstained on check #23895

2017-115 Resolution Authorizing a Settlement Agreement with RIO Supply, Inc., for Replacement R900i Neptune Radio Registers

Moved: Commissioner Clayton

Second: Commissioner Blake  
Vote: Unanimous  
Abstain: None

2017-116 Resolution Authorizing Approval of the 2018 JTMUA Sewer /Water Operating Capital Budget – State Version

Moved: Commissioner Rickabaugh  
Second: Commissioner Glory  
Vote: Unanimous  
Abstain: None

Present from the Public, Mr. Borys who asked who was responsible for the current work on County Line Road. Mr. Harpell responded that it is an Ocean County Project but the Authority is working with the contractor if there are any conflicts with water or sewer mains. When the project is completed, the entire road will be paved. It was noted the contractor for Ocean County is Earle Asphalt.

There was no closed session

Chairman Allmann noted that the next public meeting will take place November 16, 2017.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the October 19, 2017 Public Meeting adjourned.

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End of Minutes